



MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

25X1 FROM:   
Chief, Facilities Management Division, OL

SUBJECT: Synopsis of Second Quarter FY 1988 Activities

REFERENCE: Mtple Adrse Memo dtd 1 Mar 88 fm C/IMSS/OL,  
Subject: FY 88 OL Planning Calendar and Planning  
Guide

Attached is the synopsis of FMD's second quarter FY 1988  
activities. If you have any questions or need additional  
information, please contact 

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OL 10091-88

SECRET

21 March 1988

SECOND QUARTER FY 1988 ACTIVITIES  
FACILITIES MANAGEMENT DIVISION

HEADQUARTERS CONSOLIDATION STAFF (HCS)

1. Completed asbestos survey for the Original Headquarters Building (OHB). HCS is about to negotiate with contractor the method by which we will incorporate removal into the space renovation schedule.
2. Reached the 60% level of design of Office of Imagery Analysis (OIA) space and everything is proceeding smoothly. Design of the temporary swing space to hold the DI/EURA, DI/LDA, and DO/SAS elements which are now in space designated for OIA is also on schedule.
3. The construction package for the new compound grounding system is out for competitive bid. Contract award is scheduled for 8 April 1988.
4. The design for the new chilled water risers, the new sprinkler mains, the D Vault electric risers, and the building monitoring and control system are also underway.

CONFIGURATION MANAGEMENT STAFF (CMS)

5. CMS activities centered around the collection of baseline information on the physical characteristics of Washington Metropolitan Area (WMA) buildings scheduled to be placed under CMS control. In this regard CMS has been actively working with Real Estate and Construction Division (RECD) personnel in defining the information missing and screening the documentation being made available [REDACTED]

6. CMS has also been actively supporting HCS personnel by analyzing and recommending various approaches to the evolution of a streamlined CM Plan for the Backfill Program, to facilitate Planning and control of Backfill Projects. Also in support of the Backfill Project management effort, CMS has developed a Project Plan Painter multi-entry glossary that "paints" the yearly calendar and on demand a selection of task/interval bars. This glossary represents a significant (labor) time saver.

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7. In support of the Backfill Program CM effort the staff completed Strawman documents for a Customer Requirements Document (CRD) and a Facilities Renovation Plan (FRP).

8. Space Allocation Planning and CADD:

25X1 a. Progress continued to be made to add to the CADD memory all WMA building plans and space allocation notes to the branch level. The goal of this effort is to provide up-to-date thumb nail plans for space planners which is coordinated with the CRAMS reports. This quarter, floor plans and space assignment notation for the 7 buildings at 2430 E St, Rosslyn, and Ballston were input by [ ] external buildings are now recorded.

b. Intergraph operator training was provided for RECD architects and OIT/Telephone personnel so that both organizations may use their new Intergraph terminals in coordination with the FMD/CADD databases. This is a major step toward a centralized facilities record.

9. Cafeteria and Credit Union Expansion:

a. The overall design effort was carried to the 50% completion for phases 2,3,4 and 5. Phase 1 design is now at 95% completion of construction documents. The FMD Contracting Officer has begun to assemble the necessary documents in preparation for bidding in late March and an award by end of April.

b. On 10 March, Cooper-Lecky Architects presented their selection of finish materials, paint colors and furniture proposed for the Cafeteria Expansion to a joint session of the Agency Fine Arts Commission and the Agency Cafeteria Committee. Both organizations have been asked to express in writing their agreement with the decorating schemes.

INTEGRATED LOGISTICS SUPPORT PROGRAM (ILSP)

10. The ILSP completed the design of New Headquarters Building (NHB) North Tower space for the following offices: Office of East Asian Analysis (OEA), Office of Near Eastern and South Asian Analysis (NESA), Management, Planning, and Services Staff (MPSS), Directorate of Intelligence Task Force (DI/TF), Office of Training and Education (OTE) classrooms, Office of Medical Services (OMS) infirmary, Information Service Centers (ISCs), and Office of Logistics (OL) supply/storage rooms.

11. Facilities Management Division (FMD) completed renovations to the following NHB North Tower space, in preparation for customer occupancy: Office of Technical Service (OTS) ground floor lab area, OEA, NESA, MPSS, DI/TF, OTE classrooms, OMS infirmary, ISCs, and OL ground floor supply/storage rooms.

12. ILSP collected the space requirements for the following offices, and began design on their NHB South Tower space: Soviet and East European Division (SE), Office of the Inspector General (OIG), Office of the General Counsel (OGC), Office of Scientific and Weapons Research (OSWR), and Office of Personnel (OP).

13. FMD began a major renovation, at a total estimated cost of \$600,000, to correct design errors in the NHB North Tower ground floor lab areas for OIT.

#### OPERATIONS

14. Allied issued a total of 22 work authorizations for maintenance/alteration & renovation projects on the headquarters compound. Of this total, Allied assigned 10 projects to in-house forces (\$495,190), and subcontracted 12 projects (\$633,011). The Maintenance Branch let 8 new construction projects (\$584,000). In summary, 10 projects were assigned to in-house forces and 20 projects were contracted for a total of 30 projects.

Maintenance Branch Project Officers were actively monitoring 278 projects at an estimated value of \$2,986,492.

Approximately 486,798 square feet of space on the Headquarters compound was under varying degrees of renovation, repair, maintenance, and construction.

The number of new projects that exceeded \$50,000 are as follows:

<u>Directorate</u>	<u>Description</u>	<u>Amount</u>
DO	Renovate 6B34	\$ 54,000
DA	Renovate Main Entrance	125,000
DA	Renovate GF65	75,000
DA	Construct storage space	90,000
DA	Replace steam coils	344,562
Total		\$688,562

15. Security escorts: Management of the escort function was transferred from Operations to the Office of Security (OS). With the transfer OS established a new procedure by assigning a focal point officer to monitor the segments of the program. Escort requirements can now be called directly to OS thus eliminating FMD as the middle man. To date the program has been a success.

16. Special Functions: Five special functions were handled by project officers:

8 Jan	SIS Promotion Ceremony
29 Feb	Intelligence Community Awards Ceremony
3 Mar	DCI Communications Award Ceremony
24 Mar	OMS Health Fair
29 Mar	OIT & OP Adaptive Technology Day

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18. Boundary Fence: During February the location of the security fence on the Scattergood-Thorne property was staked out and approved by the OS. Located on the boundary line and approximately ten feet onto state property are underground utilities and telephone poles. The utility lines and poles parallel route 123 and OS recommended that they be included within our fence line. The Virginia Department of Highways has been contacted regarding this matter, and as of 18 March we are awaiting their response.

19. Scattergood-Thorne Renovations: The Design Branch is currently preparing as-built drawings for both the main and guest houses. The electrical system has been surveyed and will be input into the CADD system. The mechanical systems are also being surveyed for inputting into the CADD system. Scheduled for the month of March is a pest control survey, examination of the roof, chimney, and elevator for the main house, with window replacement and repair of the downspouts and trim scheduled to begin in April. The guest house repair and improvements will be scheduled to coincide with the main house renovations.

20. Allied Service Call Desk: The operating hours of the Allied 24-hour service call desk were changed effective 29 February. The desk now remains in operation from 0630 to 2300 hours. On weekends the service will curtail as of Friday evening and will commence again on Monday morning. During those times when the desk is not in operation, all phone calls will be transferred to the watch chief at the power house.

21. Jogging Track: Design of the jogging track is scheduled to be completed during the second quarter and construction is scheduled to be completed the third quarter. The construction estimate is \$139,000.

22. PCB Leak: As a result of a routine quarterly compound power transformer inspection in November 87, a hole was found in a transformer that feeds the Hammermill caused by a projectile of unknown origin. Approximately 150 gallons of cooling fluid containing PCB leaked into the soil. Following the discovery Allied was tasked to clean up the spill using an EPA certified sub contractor. To date 8 truck loads of contaminated soil (170 tons) has been removed at a cost of \$310,000. Four excavations and tests have been completed. Work is continuing to test the soil and excavate it until it meets EPA standards.

23. Interior Design Staff accomplishments:

a. Two shows were displayed the in the FAC Exhibit Hall, 1D corridor - Blacks in the Military and Women Look at Women.

b. A permanent exhibit of historical material depicting the Langley/McLean area from colonial times to the early 1900's was designed and installed at the Headquarters Visitor Control Center.

c. A bronze plaque memorializing employees who lost their lives serving with various proprietary airlines in Asia was designed and created under the direction of the Interior Design consultant.

SERVICES

24. Three Building Service Branch (BSB) employees assisted

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26. [ ] transported [ ] HIC to New York City Armory to obtain a loan of World War I uniforms for the Black History Exhibit and to return them after the exhibit.

27. BSB relocated 18 tractor trailer loads of carpet tile from the Headquarters Parking Garage to the New Headquarters Building.

28. Customer Service Improvements:

a. The Services Group established a Customer Representative in each Branch to improve Quality Control, provide better service, educate and establish a rapport with customers and solicit suggestions and comments.

b. BSB is continuing with their efforts to upgrade all supply rooms and improve customer relations and are beginning to receive positive feedback.

c. In an effort to improve customer service and to enhance the image of the Branch, M&CB representatives met with seven various offices during this period. Discussions included the proper procedures in mailing materials, improving service to customers and what customers can do to facilitate processing of mail. Meetings were held with Office of Personnel, Foreign Broadcast Information Service, Office of Information Resources, Intelligence Community Staff, Executive Registry, Deputy Director for Science & Technology/Registry and Office of Security.

25X1 29. BSB relocated 632 conserv-a-files [REDACTED]  
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25X1 31. BSB, along with rest of Services Group, is submitting initial proposals for space, loading docks, systems, etc., needed [REDACTED] to fulfill needs of customers that will be in place approximately 1991.  
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33. In February, M&CB representatives participated in recruitment efforts with the Office of Personnel. Prospective applicants received first hand information on courier operations. Interviews were held at a hotel in Rockville, Maryland, and the Springfield Hilton Hotel in Virginia.

34. In January, a new base station became operational in M&CB. This station enhanced communications between M&CB, the Motor Pool and the Watch Office.

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36. M&CB met with Information Services Branch, IRMD/OIT to discuss the concept of operation of Information Services Centers. This was the first step in coordinating operational efforts of both OIT and OL relative to mail service within the Agency.

37. Self Service pickup of daily newspapers was proposed by M&CB to be effective on 28 March 1988. This proposal will significantly help M&CB to meet its primary mission of delivery of classified and sensitive material in support of the Agency mission.

38. A problem has arisen with the gasoline tanks located at the Motor Pool Branch (MPB). They have started to shift in the ground by several inches, thus displacing the fuel pickup points. In addition, water has been found in the fuel on several occasions. Outside assistance has been sought in determining the cause and the remedy.

39. The capability of the Motor Pool to transport handicapped personnel has been upgraded by the identification of a local contractor who can supply vehicles appropriate to the particular handicap problem being addressed.

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41. A training program is being developed in the Maintenance Section to provide visitations with commercial automotive repair establishments for comparisons of procedures, equipment, and management techniques.

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43. The DCI's new car was received and evaluated by MPB personnel. Several areas of concern were found and addressed with representatives from DCI Security Staff.

GENERAL

44. Revalidation of Headquarters Compound carpool permits was completed during this period. Under current arrangements, only 3-person or more carpool participants receive a reserve permit, whereas 2 person carpool participants receive a general lane (preferred) parking permit.

STATISTICS

45. To be provided at a later date.